



BASIC COURSE:

The advisee clicks the login link from the main page of the school's website. This user enters their username and password and clicks Sign In. The system checks the master account list to see if the user account exists. If it exists, the system then checks the password. The system retrieves the account information, starts an authorized session, and displays the dashboard page. The advisee then clicks on the Registration link. They are directed to the Registration page where they select Add/Drop Class. The advisee then selects the semester they wish to add a class to. They then search for a class by subject or course number. Once the advisee finds the class they want to add, they select the class then click the add button.

ALTERNATE COURSE:

Should the advisee forget the username or password, they should then click the Forgot Username/Password link. The user would then type in their username or email address to receive a link to reset their password.

ALTERNATE COURSE:

If an advisee is dropping a course, they will select the class in the semester in which the class they want to drop takes place. Then they will click to drop button.





